



## **Accountant Trainee**

**Class Code: 4179 – Exam Code: 9PB31**

Departments: Agricultural Labor Relations Board  
Board of Equalization  
Board of Governors, California Community Colleges  
California Air Resources Board  
California Coastal Commission  
California Conservation Corps  
California Health Benefit Exchange (Covered California)  
California High-Speed Rail Authority  
California Highway Patrol  
California Housing Finance Agency  
California Prison Industry Authority  
California Public Utilities Commission  
California State Auditor's Office  
California State Lottery  
California Student Aid Commission  
California Technology Agency  
Department of Aging  
Department of Boating & Waterways  
Department of Business Oversight  
Department of Child Support Services  
Department of Community Services and Development  
Department of Conservation  
Department of Consumer Affairs  
Department of Corrections & Rehabilitation  
Department of Developmental Services  
Department of Education  
Department of Fair Employment & Housing  
Department of Fish and Game  
Department of Food & Agriculture  
Department of Forestry & Fire Protection  
Department of General Services  
Department of Health Care Services  
Department of Human Resources  
Department of Industrial Relations  
Department of Insurance  
Department of Justice  
Department of Managed Health Care  
Department of Motor Vehicles  
Department of Parks & Recreation  
Department of Pesticide Regulation  
Department of Public Health  
Department of Real Estate  
Department of Rehabilitation  
Department of Resources Recycling and Recovery  
Department of Social Services

Department of State Hospitals  
Department of Toxic Substances Control  
Department of Transportation  
Department of Veterans Affairs  
Department of Water Resources  
Employment Development Department  
Financial Information System for California  
Franchise Tax Board  
Governor's Office of Business & Economic Development  
Office of State Controller  
Office of Statewide Health Planning and Development  
Office of Systems Integration  
Public Employees Retirement System  
Secretary of State  
State Coastal Conservancy  
State Compensation Insurance Fund  
State Lands Commission  
State Personnel Board  
State Teachers Retirement System  
State Water Resources Control Board

Opening Date: 1/21/2010 8:30:00 AM  
Final Filing Date: Continuous  
Type of Examination: Multi-Departmental Open

#### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

#### **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

#### **WHO SHOULD APPLY?**

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Qualifications Assessment at any time.

Once you have taken the Qualifications Assessment, you may not retake it for 12 months.

#### **FILING INSTRUCTIONS**

**Final Filing Date:** Continuous

**Where to Apply:** Click the link at the bottom of this bulletin.

#### **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, contact:

California Department of Human Resources  
Examination and Selection Services Section  
1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

TTY is a telecommunications device that is reachable only from phones equipped with a TTY device.

#### **SALARY INFORMATION**

\$3,388.00 - \$4,040.00 per month

#### **ELIGIBLE LIST INFORMATION**

An open, merged eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires twelve (12) months after it is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

#### **REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

**NOTE:** All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

#### **MINIMUM QUALIFICATIONS**

##### **Education:**

##### **EITHER 1**

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

##### **OR 2**

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

##### **OR 3**

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be

considered eligible for appointment.)

## **POSITION DESCRIPTION**

Under close supervision from a higher level professional accountant, as a learner, incumbents perform professional accounting work in the establishment and maintenance of accounts and records while receiving training; learn agency activities, departmental systems, and central fiscal control activities; and develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities.

## **EXAMINATION INFORMATION**

### **ONLINE QUALIFICATIONS ASSESSMENT – Weighted 100%**

The examination will consist solely of a Qualifications Assessment. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Qualifications Assessment process.

Select [link to qualifications assessment questions](#) to preview the qualifications assessment questions.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge:**

- General knowledge of accounting principles and theories to effectively perform accounting functions.
- Basic knowledge of governmental accounting and budgeting processes to apply accounting principles and procedures to a governmental entity.
- General knowledge of the state accounting processes in adherence to the Uniform Codes Manual, State Administrative Manual (SAM) and California Government Code.
- General knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting principles and theories.
- Knowledge of internal control procedures to protect and safeguard departmental assets and resources.
- Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

### **Abilities:**

- Ability to apply accounting principles and theories to accurately perform accounting functions.
- Ability to work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities.
- Ability to work independently in order to successfully meet the mission and goals of the department.
- Ability to prioritize and schedule the work to be completed by a work team or project task force.
- Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact pre-established timelines for completing assignments.
- Ability to keep work area organized to complete job assignments in a timely manner.
- Ability to use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.

- Ability to use electronic mail software and applications to communicate with various audiences on matters related to various project and program issues.
- Ability to use database software to input, organize, track, and retrieve data.
- Ability to use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.
- Ability to use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
- Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
- Ability to use and operate a variety of basic office equipment (including copiers, calculators, telephones, fax machines, scanners) in the course of completing assigned work tasks.
- Ability to operate a 10-key to enter data and perform calculations.
- Ability to communicate clearly and concisely in writing to audiences with varying levels of understanding.
- Ability to review and edit written materials for proper content, format, grammar, punctuation, and sentence structure.
- Ability to analyze data and situations accurately in order to determine and implement appropriate courses of action.
- Ability to identify and resolve accounting issues.
- Ability to identify and locate information necessary to complete work assignments.
- Ability to apply relevant instructions, procedures and guidelines to complete work.
- Ability to analyze and accurately process accounting data and draw sound conclusions.
- Ability to review, edit and evaluate source documents for accuracy and completeness to produce quality products.
- Ability to apply critical thinking strategies to review data and present ideas and information.
- Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
- Ability to extract specific, relevant data and information from a larger body of material.
- Ability to reconcile discrepancies in data and information pertaining to program/project activities.
- Ability to read and comprehend technical documents to apply information to work activities.
- Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
- Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other departmental staff, outside agency personnel, and/or the public.
- Ability to understand oral instructions containing complex and technical information.

## **VETERANS' PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources  
Attn: Examination Services  
1515 S Street  
Sacramento, CA 95811

1-866-844-8671  
California Relay Service (7-1-1)  
Telecommunications Device for the Deaf (TTY) (916) 654-6336

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## GENERAL INFORMATION

**If you meet the requirements** stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

**The California Department of Human Resources** reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and contact the testing department.

**Hiring Interview Scope:** In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the [Accountant Trainee classification specification](#).

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2) An entrance examination is defined, under the law, as any open competitive examination. And 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at [CalHR's link to Veterans' Information](#), and the Department of Veterans Affairs.

**Bulletin Revision Date:11/4/16**

#### **TAKING THE EXAM**

**When you select the link below, you will be directed to the Accountant Trainee Qualifications Assessment. When you complete the qualifications assessment, it will be instantly scored.**

Select [Internet Accountant Trainee Qualifications Assessment](#) to access this examination.